



CITY OF

West Linn

Planning & Development • 22500 Salamo Rd #1000 • West Linn, Oregon 97068
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PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION

CONFERENCE DATE:

TIME:

PROJECT #:

STAFF CONTACT:

FEE:

Pre-application conferences occur on the first and third Thursday of each month. To schedule a conference, submit this form with the property owner's signature, the fee, and accompanying materials by 4:00pm at least 15 days before the conference date. Twenty-four hour notice is required to reschedule. Pre-application notes are valid for 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Address of Subject Property (or map/tax lot): _____

Brief Description of Proposal: _____

Applicant's Name: _____

Mailing Address: _____

Phone No: _____ Email Address: _____

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Easements (access, utility, all others)
- Access to and from the site, if applicable
- Location of existing trees, highly recommend a tree survey
- Location of creeks and/or wetlands, highly recommend a wetland delineation
- Location of existing utilities (water, sewer, etc.)

Please list any questions or issues that you may have for city staff regarding your proposal:

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

Property owner's signature

Date

Property owner's printed name and mailing address if different from above.